

PLANNING DIVISION

APPLICATION FOR:

Lot Line Adjustment / Lot Consolidation

ALL REQUIRED MATERIALS SHALL BE SUBMITTED TO THE CITY OF LARAMIE PLANNING DIVISION, 405 GRAND AVENUE, LARAMIE, WYOMING. ALL SUBMITTED MATERIALS WILL REMAIN THE PROPERTY OF THE CITY OF LARAMIE PLANNING DIVISION. APPLICATIONS, PLANS, AND/OR SUPPORTING DOCUMENTATION THAT ARE INCOMPLETE OR ILLEGIBLE WILL NOT BE ACCEPTED. PLEASE REVIEW THE ENTIRE APPLICATION AND PRINT CLEARLY.

Date Submitted: _____ (Assigned by Staff)		File Number: LL- _____ (Assigned by Staff)	
APPLICANT:			PRIMARY CONTACT? <input type="checkbox"/>
ADDRESS:		E-MAIL:	
CITY:	STATE:	ZIP CODE:	
PHONE :	MOBILE:	FAX:	
OWNER (If different than Applicant):			PRIMARY CONTACT? <input type="checkbox"/>
ADDRESS:		E-MAIL:	
CITY:	STATE:	ZIP CODE:	
PHONE :	MOBILE:	FAX:	
REPRESENTATIVE (If different than Applicant):			PRIMARY CONTACT? <input type="checkbox"/>
ADDRESS:		E-MAIL:	
CITY:	STATE:	ZIP CODE:	
PHONE :	MOBILE:	FAX:	
PROJECT NAME (Assigned by Staff):			
PROJECT LOCATION (Street Address):			
PRESENT ZONING:	TOTAL PROJECT ACREAGE/SIZE:		
NUMBER OF LOTS CURRENTLY:	ASSESSOR'S PROPERTY ID NUMBER(S):		
NUMBER OF LOTS RESULTING:			

APPLICANT:

(PRINT NAME)

(SIGNATURE)

(DATE)

LETTER OF AUTHORIZATION

This letter shall serve to notify and verify that I am/we are the legal owner(s) of the property being considered under this application, and do hereby authorize the below applicant(s) and representative(s) to file and represent my/our interest in this application.

I am/we are the legal owner(s) of said property; have read this "Letter of Authorization" and know the contents thereof; and so hereby certify (or declare) under penalty of perjury under the laws of the State of Wyoming that the information contained in this application is true and correct.

OWNER(S) OF RECORD: (All owners of record *must* sign; provide extra sheets if necessary.)

(Print Name)	(Signature)	(Date)
(Print Name)	(Signature)	(Date)
(Print Name)	(Signature)	(Date)
(Print Name)	(Signature)	(Date)

I certify under penalty of perjury that I am the applicant and that the foregoing statements and answers contained herein and the information herein submitted, are in all respects true and correct. I grant permission to City staff and officials to enter the property to conduct inspections/site visits necessary for the review of the project.

APPLICANT (LLCs, Corporations and Partnerships shall identify an officer as the primary contact & provide supporting documentation noting officer's ability to sign the application for the Corporation or Partnership):

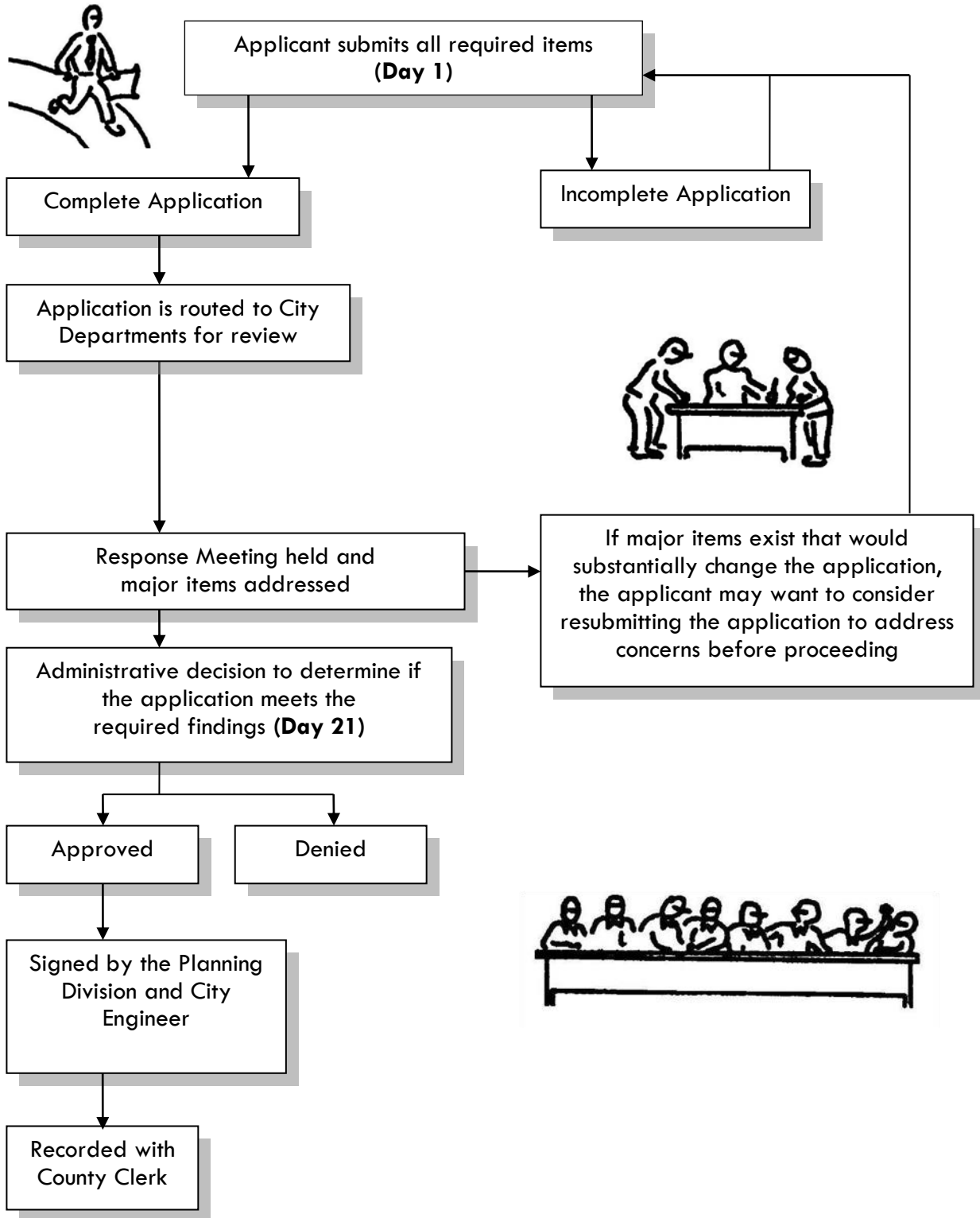
(Print Name)	(Signature)	(Date)
(Print Name)	(Signature)	(Date)

APPLICANT'S REPRESENTATIVE:

(Print Name)	(Signature)	(Date)
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The Planning Division designee shall provisionally determine the completeness of an application at the time of submittal to the Planning Division. A formal determination of completeness will be made no later than 21 calendar days after the submittal deadline (please see separate Application Submittal Schedule for deadlines). A determination of completeness shall not constitute a determination of compliance with substantive requirements of this development code.

What is the Lot Line Adjustment / Lot Consolidation Process?



Note: All timelines noted above are estimations.

HOW TO SUBMIT AN APPLICATION (LMC 15.06.030)

1. The owner, or agent authorized in writing by the owner, is required to file an application with the City of Laramie Planning Division, 405 East Grand Avenue, Laramie, WY 82070.
2. **An appointment is required for filing of all applications.** An appointment may be set up by calling 307-721-5207. It is recommended that application appointments be made at least one day prior to the close of the applicable review period. Please allow 30 minutes for the application filing appointment.
3. What will happen during the Application Filing appointment:
 - a. The applicant will pay the applicable application fee. (*Council Resolution 2016-41*)
 - b. Staff will review the application to verify it is complete. Staff has 21 calendar days from the day the City accepts the application to determine the completeness of the application. If deemed incomplete a new review and referral period shall be required.

REQUIRED FOR SUBMITTAL

The following documents are to be submitted at the time of filing:

1. **Application Form.** (LMC 15.06.030) Pages 1 and 2 of this form, including all requested information and signatures.
2. **Cover Letter.** (LMC 15.06.030) A cover letter detailing the proposal and its purpose, and identifying any related applications, either current or previous, filed with the City of Laramie or Albany County. The cover letter shall state how the project meets the required findings (see “Required Findings” section below).
3. **Vicinity Map.** (LMC 15.06.030) A vicinity map, showing the subject property(s) and relationship to the nearby area.
4. **Proof of Ownership.** (LMC 15.06.030.B.3) A copy of Title Certificate, Title Guarantee, or Warranty Deed. The owner(s) of record (as identified by the County Assessor) shall sign the application.
5. **Legal Description.** (LMC 15.060.030) The applicant shall submit as part of the application a recent survey certified by a Wyoming registered land surveyor, for unplatted lands. A Lot and Block legal description is acceptable for platted lots or an address.
6. **Completed Checklist.** (LMC 15.060.030) A completed application-specific submittal checklist (last page), indicating that the required items are included.
7. **Plat.** (LMC 15.06.060.R.3.b) A lot line adjustment or consolidation plat, meeting the specifications outlined herein.
8. **Standard Notes and Details** (LMC 15.16.040) (see also “Engineering Design Report” requirements below). The following items shall be provided on one or more sheets of the final plat:
 - i. A certificate for signature by the city engineer certifying that the final plat is technically correct and meets all applicable surveying standards.
 - ii. A certificate for signature by the planning division certifying that the final plat complies with the conditions of approval for the subdivision.
 - iii. Any and all public or private easements or rights-of-way being dedicated by the subdivider with the final plat to the city or any other agencies. Easements and rights-of-way shall be dedicated via appropriate standard dedication-language note(s) on the plat, in addition to being identified by properly dimensioned symbolization on the plat drawing(s).
 - iv. Any and all existing public or private easements or rights-of-way that exist within the boundaries of the final plat.
 - v. A signed and notarized acknowledgment by land owner(s) of the land being subdivided by the final plat.
9. **Digital Copies.** As a part of a complete application, digital copies of all materials are required. Digital submission should be in PDF format on any digital media device (CD, USB drive, etc.) or sent to the Planning Division via email **prior to or at the same time** as the submittal appointment.
 - a. **Auto Cad / ArcMap Digital Drawings.** AutoCAD and ArcMap files are *not* required at filing. AutoCAD compatible digital file and an ArcMap GIS 9.0 or greater compatible digital file shall be provided prior to final approval of the final plat. Digital submittals of maps must be accurately located within the Wyoming State Plane, NAD 83, FIPS 4901. The City of Laramie’s base mapping is in GIRD coordinates; if GROUND coordinates used, the multiplier must be stated on the media label.

NOTE: The City requires that standard signature blocks and other details be reproduced on the plat, as applicable. Copies will be provided to the applicant upon request.

COMMON ELEMENTS REQUIRED FOR ALL PLANS AND DRAWINGS

All plans and drawings submitted (whether required or voluntary) as part of an application must:

- Be drawn to scale, fully dimensioned, easy to read, and meet best-design-practices standards for plans and drawings;
- Identify the proposed project name, the property owner's name, and the name and address of the person responsible for preparing the plan;
- If prepared by a licensed, registered or certified design professional, include the signature and seal of the responsible design professional (engineer, architect, etc.);
- Include the date of preparation, including dates of any subsequent revisions;
- Include at least one 8 ½" x 11" or 11" x 17" version of each drawing, in addition to any larger-format versions.
- *NOTE:* Mylar version of the plat need not be provided until the plat is ready for final signatures; i.e., all outstanding comments are addressed.

REQUIRED FINDINGS TO APPROVE A LOT LINE ADJUSTMENT / LOT CONSOLIDATION:

(LMC 15.06.060.R.3.e.(ii)) The application at a minimum should address the following points:

- (i) The adjustment or consolidation is consistent with the comprehensive plan;
- (ii) The adjustment or consolidation is consistent with and implements the intent of the specific zoning district in which it is located;
- (iii) As applicable, the adjustment or consolidation is consistent with the terms and conditions of any previously approved development plan;
- (iv) The adjustment or consolidation complies with all applicable use, development, and design standards set forth in this code;
- (v) Adequate and sufficient public safety, transportation, utility facilities and services, recreation facilities, parks, and schools are available to serve the subject property, while maintaining sufficient levels of service to existing development; and
- (vi) The adjustment or consolidation complies with any development master plan for the subject property.

ADDITIONAL REQUIRED FINDINGS TO APPROVE LOT CONSOLIDATIONS ONLY (not applicable to Lot Line Adjustments): (LMC 15.06.060.R.2.b)

The application at a minimum should address the following points:

- (i) The property has previously been platted within the city;
- (ii) There is no public right-of-way dedication or new public improvements required (other than service lines and appurtenances thereto);
- (iii) The adjustment /consolidation will create only *de minimis* negative impacts on existing facilities, adjacent properties, or local public service providers; and
- (iv) There will be no modifications to the subdivision design standards in chapter 15.16, Subdivision or 15.18 Subdivision Improvements.

LOT LINE ADJUSTMENT / LOT CONSOLIDATION SUBMITTAL CHECKLIST: (see "Required for Submittal" section for detailed information)		Staff Use Only	
		Provided and acceptable	Does Not Apply
Submittal Requirements	Quantity/Cost		
1) Complete Application	1 copy		
2) Application Fee	\$35.00		
3) Full-size Drawings	1 copy		
4) Proof of Ownership	1 copy		
4) Reduced-size Drawings (8 1/2" x 11" or 11" x 17")	1 copy		
5) All Application Materials (Digital)	1 copy		
6) Miscellaneous	TBD		

Other items: